



**2011 Annual WMBE Plan
City Budget Office**

1. Department Representative:

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2. 2011 Goals:

2010 WMBE Goal Attainment: The City Budget Office (CBO) is a new office created in mid-year 2010 (Ordinance 123361) as part of a reorganization of the Department of Finance. As a new department, CBO did not have specific WMBE goals for 2010.

The Department of Finance's 2009 purchasing goal was 52.3% and 0.0% for consultants.

WMBE Utilization Goal for Purchasing and Contracting in 2011

In 2011, the City Budget Office intends to reduce costs overall. This may result in less dollars spent on contracts with vendors than budgeted or than have been spent in the past. For example, CBO set aside a budget of \$24,000 for the printing of budget books based on past expenditures. However, CBO is working on a redesign of the budget book that will result in increased transparency of budget recommendations and also in a smaller page count. Therefore, in 2011 the overall cost of production is likely to be less than the amount budgeted.

2011 Department Budget for Professional Services and Supplies: \$ 167,000

2011 Department WMBE Target: 55%

CBO's primary purchases are for computers, printers, supplies, and copying services.

- CBO has no discretion in vendors for computers or printers, but must use contracts approved by DoIT, who does the actual purchasing and maintenance. This represents 21% of CBO's total budget for supplies and services.
- CBO utilizes Zebra Printing, a MBE, for printing the proposed and adopted budgets and the proposed and adopted Capital Improvement Program.
- CBO purchases 98%, or more, of its supplies and small item purchases from Kenney's Office Supply, a WBE, and will continue to do so in 2011.

3. Project Specific Strategies and Objectives:

At this time, the City Budget Office does not have any project specific strategies or objectives.

4. Department Training:

CBO staff responsible for purchasing and contracts has been through the Race and Social Justice Initiative training and are dedicated to ensuring the maximum usage of WMBE in its procurement.

5. Outreach Events:

CBO does not currently have plans for department participation in events with WMBE community associations, industry organizations, and other entities to outreach to WMBE vendors and consultants. Should an opportunity arise for us to participate in another department's event, we will do so.

6. Consultant Inclusion Plans:

The City Budget Office does not at this time have, and does not expect to have, consultant contracts.

7. Additional Strategies and Efforts:

The City Budget Office does not have at this time, nor does it expect to have, consultant contracts in the foreseeable future. Should we need a consultant contract in the future, every effort will be made to seek out WMBE vendors or consultants.